

[SAY] Also on your answer document, find Box 4, labeled Birth Date. In the first column, fill in the circle next to the month in which you were born.

The next two spaces are for the day you were born. Write the number for the day you were born in the spaces provided and fill in the corresponding circles.

The last two columns are for the year you were born. Write the last two numbers of the year you were born in the spaces provided and fill in the corresponding circles.

Give students time to complete this information and assist them in filling in the correct numbers and circles.

*If your school or district has made the decision to use the Class/Group Number, post the number so that all students can see it (e.g., on a whiteboard, smartboard, etc.) and read the following directions for Box 5. **Note:** If the assigned Class/Group Number is fewer than 4 digits, fill in with leading zeros. If your school or district is not using the Class/Group Number, please skip to the directions for Box 6.*

[SAY] Now find Box 5, labeled Class/Group Number. I have written the number for you to use to complete this box. Please write the number in the spaces provided and fill in the corresponding circles.

Give students time to complete this information and assist them in filling in the correct number and circles.

[SAY] Next, find Box 6, labeled Assessment Date. In the first column, fill in the circle next to the current month.

The next two spaces are for today's date. Write the number for today's date in the spaces provided and fill in the corresponding circles.

The year is already filled in for you.

The Assessment Date is the actual date the test is given to students; it is today's date. Inform students of the correct date and assist them in filling in the circles. This information may be posted so that all students can see it (e.g., on a whiteboard, smartboard, etc.).

[SAY] Now find Box 7, labeled Form. Look at the front cover of your test booklet. In the upper left-hand corner, you will find a small circle with the word Form and a number. In Box 7, write the number of the form found on the front cover of your test booklet in the space provided and fill in the corresponding circle.

*To ensure proper scoring of the answer document, it is **critical** that the correct form number is filled in on the answer document. Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.*

Proceed to the directions for the first part of the MEAP Grade 4 Writing—Day 1 test.

*Test administrators must read the directions aloud to the students, directly from a test booklet. Be sure to use the same test form as the students. If a writing prompt follows, read the prompt and the checklist aloud. If a Student Writing Sample follows, do **not** read it aloud. Students are to read Student Writing Samples silently to themselves.*

*Test administrators are **not** allowed to look at other items in the test booklet. The test booklet must be kept **secure** at all times and returned at the end of testing.*

Remind students to put away all dictionaries and other materials not required for this test. Ensure all cell phones and other digital media devices have been turned off and put away. Desks and tables must be clear of food and drink.

Reminder: *Directions, writing prompts, and checklists must be read to students directly from a MEAP Grade 4 Writing—Day 1 test booklet. Student Writing Samples may **not** be read aloud.*